

DPW Commission Meeting Agenda
Wednesday, January 2, 2013
7:00 p.m. – Police Station Community Room

Bill Wagner and Wally Hess from the Finance Committee in attendance:

7:00 PM Approval Items:

Board of Commissioners Minutes Approval: Commissioner Reed moved to accept the 11/28/12 DPW Commissioner Meeting minutes, Commissioner Sena seconded, Vote: 2:0 (Chairman Gardner not voting as he was not present at the 11/28/12 meeting).

7:05 PM Open Session:

Open for Public Discussion with the Commissioners

CPC projects – Mill Pond Dam: J. Parisi stated that the Millbrook Meadow Committee and J. Parisi have met to discuss improvements; a plan is being put together. The funding plan is to try to gain support through grants and Community Preservation funds, the balance would be through the town's general fund through taxes. John Sparks, Barbara Sparks, Sam Colbourn, Chair of the Millbrook Meadow Committee, Gunilla Caulfield, Trustee of the Lura Phillips Trust, founder of the Millbrook Committee, are here to discuss the restoration of the meadow. Millbrook is clogged and in very bad shape, the trees are in bad shape. The Committee will be going to the CPC for examining; designing and repairing this. John Sparks said the feasibility study needs to be high quality, to try to identify solutions, costs and what choices we have going forward. This study could be a vehicle for fund raising and the permitting process. Major design efforts would be schematic designs, materials identified and specified, this would probably be one and ½ year time frame, with public workshops, etc. Significant funds would need to be secured before this goes out to bid. This will be a recreation application, not open space or historical. J. Parisi said that the timing is next February for CPC funds. Trust funds could be used for feasibility study.

Commissioner Reed questioned if the intent is to change the meadow from what it is today. John Sparks indicated that the expectation is that the meadow will be used as it is now; its use wouldn't change very much. Barbara Sparks said that the drainage infrastructure is a big issue. The park is going to need predictable maintenance and funds must be raised to maintain the site; the plantings will have to be replaced.

Chairman Gardner said they would need to partner with the DPW as a sponsor on the CPC application. They have already applied to the Lura Phillips trust for \$60,000. They will probably apply to the CPC in February for schematic design funds. Chairman Gardner inquired that since CPC almost never fully funds a request; if they were prepared to do significantly less than they're hoping to do.

Chairman Gardner questioned if the plan is to have the contractor fix everything now, put it back, then start digging it up again. He suggested that maybe we should dig it up while it's already dug up.

J. Sparks said if we could get the feasibility study going soon, maybe we could move while it's still torn apart.

J. Parisi suggested that when it is restored, if we can know enough about the drainage and contour, maybe we can kill two birds with one stone while it's being restored. The DPW Director said it is due to be put back together by March, maybe it could be pushed back further.

Chairman Gardner stated that the CPC will be applied to now, with no decision until Fall town meeting, then funds won't be available until the following January. It doesn't look like we can hold off on putting it back together given this timeframe.

Chairman Gardner said the Millbrook Meadow Committee would present at Spring Town Meeting to get the funds to do some work while it's still dug up; the work would be done by the DPW. This would need to be a petition article for STM, it's not through CIPC for this year.

Commissioner Reed moved to support the Millbrook Meadow Committee application to the CPC, seconded by Chairman Gardner, Vote: 3-0.

7:30 PM Ongoing Business:

Long Beach Workshop Planning: Director Parisi spoke about scheduling the next workshop, but questioned if there is any new information. He stated that Cheryl Coviello from Vine Associates said perhaps by February they will be in a position to have a meeting with town officials on the work maps; whether the zone will be a high velocity zone or a flood zone. Is it their determination that determines the wall height? Then they come to the community once they're sure their numbers are correct.

Chairman Gardner stated that they're designing the wall with the elements included, then we can decide which elements we want to keep.

Wally Hess stated that funds for the seawall were put in FY 15, no funds are in for FY 14.

Chairman Gardner questioned what to do about the planning workshop. We hoped to have FEMA numbers before the next workshop. He questioned if we have 50 year and 100 year final numbers; and is there any reason to have a workshop with the Long Beach residents before we have that information.

Director Parisi stated that the Gloucester Times may be doing article on the FEMA numbers, the seawall, etc. If the zone behind the wall is considered high velocity, the insurance rates are sure to increase. There is a mitigation grant that is available, the deadline is in March. We will be getting an application into FEMA for funding; FEMA has everything they need.

Commissioner Reed stated that he read something in the Boston Globe today, about the legislature \$17,500,000 available for seawalls and dam replacements. J. Parisi, stated that there is a meeting with Senator Tarr on 1/11/13 at 9:30 am at Town Hall regarding this; Commissioners are welcome to attend.

Chairman Gardner stated that since funding has been pushed off for one year, and we're waiting for FEMA, we can put off a workshop with the Long Beach residents.

W. Talbot agreed that a workshop wasn't necessary until more information is available and funding is closer. He questioned the hazard mitigation plan for repairs to houses, FEMA's formula for

determining repairs to houses, as applied to Rockport, states there will be 37 houses on Long Beach, we know that's not accurate; it's 150. There must be some method for them to modify their formula. FEMA must have a formula with acreage, etc, on how they come up with the number of houses that are eligible for repair.

Transfer Station Operations: The redesign has been pushed off for another budget year. The issues of the swap shop changes, volunteers, etc. have been discussed. How about if the swap shop was moved completely from the transfer station? How about a letter in the Times, or a public meeting in March perhaps letting townspeople know about the issues that the swap shop is presenting. J. Parisi recommended that the existing Transfer Station staff should have input and the Board of Selectmen must be involved in the process. Chairman Gardner stated he'd draft a letter to The Gloucester Times to announce an upcoming meeting to discuss changes to the swap shop and copy the Town Administrator beforehand. Commissioner Reed mentioned that the Chairperson of the Board of Selectmen, Erin Battistelli said something about having an outside group run it.

Winter Parking Bans: 11/15 through 4/15 currently. The Traffic committee recommended 12/1 to 4/1, Bill Aspesi expressed concern about this plan due to narrow roads. We can plow, but we can't always sand. The Traffic committee will alert the Board of Selectmen of this proposed change. Commissioner Reed moved to move the parking ban to 11/15 to 4/1 from 12am to 6am. Vote: 3-0:

Sewer Use Regulations: Sewer capacity issue, J. Parisi distributed a draft for discussion purposes only. We have a limited amount of sewer capacity due to storm water that we get. We are allowed 800,000 gallons per day, if there is significant snow melt and/or rain, and we have been in violation of our permit in the past. There was a consent order from the DEP. We have gained back a comfortable amount of volume for new connections, the moratorium has been lifted. There may be approximately 100,000 gallons available for new connections, so we're giving that capacity out. We want to reserve some capacity for those properties that we may be required to connect (abutting sewer system). Some may not be abutters but are close, this is another level of priority. These regulations would be incorporated into our existing regulations. We need some criteria to grant sewer extensions and to deny them as the sewer capacity study is being done.

Chairman Gardner recommended having Kopelman & Paige provide an opinion on whether a document like this will stand up to a challenge from a developer. Is this a defensible approach to defending our existing sewer capacity. This document suggests the idea of specifying a certain amount of reserve capacity for Priority Level 1, 2, 3 and 4; how about existing properties that are adding rooms. Kopelman & Paige should provide their opinion if it's necessary to provide these estimates.

FY14 Operational Budget: J. Parisi distributed a copy of what he has submitted to the Board of Selectmen. A debt schedule was also distributed. Most items are level funded except J. Parisi indicated that he put the overtime costs in the FY '14 budget for the Sunday Transfer Station hours for six months and there is a 1-1/2% increase in personnel costs for staff. Director Parisi is planning on attending the next Personnel Board meeting on Monday, 1/14/13 to present the two proposed new DPW positions.

FY14 Capital Requests:

General fund: Pigeon Cove #1, Long Beach Seawall, no appropriation for FY 14, IT space in annex \$40,000, fuel monitoring equipment \$15,000, Harbor wall and piling repairs \$140,000 (\$40,000 in first year, and \$25,000 each of the following years), Library \$75,000 fire escape, old fire station roof repair \$20,000 (three roofs are needed so just patch the best we can), mini-excavator \$30,000,

dump truck plow & frame, pick-up truck \$9,000, riding mower, high way drainage \$10,000, \$10,000 railings, asset mgmt. program approved, if new position has been approved, transfer station redesign moved out to FY 16 and FY 17, bench replacements was cut in half, trash barrels \$15,000 approved, DPW facility \$75,000 study, A/C in town hall \$25,000.

Water/sewer funding options: Director Parisi said there is no free cash for FY 14 for water and sewer. Wally Hess stated that they took a guess at the life of these items, and we projected it from FY 14 then we looked at the cash flow associated with that. DPW vehicles, four items for free cash is \$102,500 everything else is borrowed.

FY13 DPW Objectives: Chairman Gardner spoke about some longer term strategic issues and performance measures; he stated that he will put together some thoughts on some performance measures. He continued that there may be some opportunities for the department, both short term and long term, for both internal and external benchmarks, (productivity, cost, quality, etc.).

A meeting should be scheduled for late January or early February to finalize the water needs assessment, the RFP is being worked on. A field trip with Bob Burbank will be scheduled, maybe next week, this item should be put on next agenda item.

Commissioner Reed inquired about alternative energy for the town (solar, windmills, etc.). Director Parisi stated that the town has just signed on for solar energy, tax credits will be applied to Rockport.

Field trip on sewer capacity assessment, perhaps 1/8/13, Tuesday, 8:15 or 8:30 am, invite Bob Burbank to 1/23/13 DPW Commissioner meeting.

Next Meetings: Wed., 1/23/13, at 7pm, Community Room at the Police Station

Early March, setting transfer station sticker costs and discuss swap shop and extended Sunday hours at the Transfer Station

9:45 pm, Commissioner Sena moved to adjourn, seconded by Commissioner Reed, Vote: 3-0.

Tickler List:

January, 2013	sewer capacity assessment
February, 2013	sewer capacity assessment
March, 2013	Transfer Station Operations (swap shop), extending hours, set sticker rates.
April, 2013	list of roads to be repaired
May, 2013	Long Beach Seawall
May, 2013	water & sewer rates
August, 2013	review of the operational budget
September, 2013	review of the Capital Budget